Approved For Release 2002/05/02 : CIA-RDP80-00773A000100040022-4

MEMORANDUM FOR: Acting Deputy Director for Administration

6 SEP 1979

Orig CL BY: 012752 Review on 6 Sep 85

	FROM:	Harry E. Fitzwater Director of Personnel
	SUBJECT:	Office of Personnel Weekly Report Week Ending 5 September 1979
25X1A	in San Anton Hispanic com	panic Recruitment: hosted a luncheon io on 29 August 1979 for leaders in the local munity to discuss employment opportunities in the
	ment efforts	o solicit their assistance in our minority recruit.  Over 30 professionals, businessmen and academicians
25X1A	were in atte in attendance	ndance. Representatives from the news media were also
25X1A	Intelligence well receive	gave a presentation on the Agency which was very d from the Office of Political
25X1A	also gave a preceived. Eand asked exemples the that a favorage.	o was on annual leave in San Antonio, her hometown, presentation at the luncheon. She, too, was well reports that the audience was very friendly cellent questions, none of which were hostile. He luncheon was a great success and further reports able article on the luncheon and our minority recruitappeared in an article in the San Antonio Express 1979. (U)
25X1A	"account," to minority reco	ce for Minority Recruiters:  itment Division (RD), met with  Real Estate Branch, Office of Logistics (OL) and the OL officer who has been handling the RD discuss our requirements for additional space for ruiters in certain of our field recruitment offices.  on gave Logistics a better understanding of our
	Logistics rep	Once again, the cooperative attitude of Office of presentatives was very much appreciated. (U/AIUO)

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	3. Physical Security Inspection: The Office of Security
0.51/4.4	has advised that they will conduct a physical security inspection
25X1A	of the   Recruitment Office between 10 and 20 September
	1979. Also, our field personnel have been invited to a three-
	hour protective security briefing which will be given 25X1A
25X1A	on 17 September 1979. (U/AIUO)

- 4. Job Possibilities Retirees: Retirement Counseling and Employee Assistance Branch counselors recently heard an interesting presentation on life insurance sales work. Mr. Jerry Kelley, Assistant Manager of New York Life in Washington, outlined features that may appeal to some Agency retirees. For instance, you control your own work schedule and usually you work out of your home. You are paid a salary plus commission the first three years. You receive ten weeks of training, during which you are paid \$700 to \$1500 per month depending on your background. Parttime work is acceptable, provided you work 30 hours a week and don't hold another job concurrently. The average New York Life agent earns \$25-30,000 a year after two or three years. Mr. Kelley expressed great interest in hearing from Agency candidates and stated that he would be happy to talk to each one individually. (U)
- 5. Notices: A Headquarters Notice on Senior Executive Service Vacancy Notices was forwarded to the Regulations Control Branch for publication. (U)
- 6. Briefing: The Chief, Human Resources Analysis Staff briefed the Deputy Director for Operations and members of his staff on the manpower projections for FY 1980 (31 August 1979) (U)
- 7. Military Reserve Program: The Military Personnel Branch received the Joint Military Reserve Training Command Training Program Handbook from the printer and distributed it to the members of the Agency's Reserve Unit. A newsletter to all Agency reservists pertaining to speakers and their topics for the first nine reserve meetings was also distributed during the week. (U)
- 8. Suggestion and Achievement Awards: A review of statistics for the first 11 months of FY 1979 shows that the Suggestion and Achievement Awards Program will have a record year. The number of employees receiving awards and the total dollars awarded already exceed that of the entire 1978 fiscal year. Comparison statistics are:

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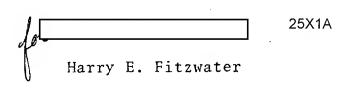
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	Suggestions/ Investions		Special Achievements/ Exceptional Accomplishments		Grand Totals	
Period	Employees Awarded	Awards <u>Paid</u>	Employees Awarded	Awards <u>Paid</u>	Employees	Awards
1 Oct 78 - 31 Aug 79 (FY 79 to date)	105	\$24,835	90 .	\$86,028	195	\$110,863
1 Oct 77 - 30 Sep 78 (FY 78)	102	\$24,495	69	\$74,160	171	\$ 98,655

- 8. Plood Donor Program: A total of 104 units of blood were collected at the Agency's monthly Blood Donor Day on 4 September 1979. This compares with 127 units donated last month. (U)
- 9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)
  - 10. Rehired Annuitants: See attached report. (S)

#### COMING EVENTS

The speaker at the Reserve Meeting on 10 September 1979 will be Major General J. Milnor Roberts, USA (Ret.), Executive Director of the Reserve Officers Association (ROA). General Roberts will speak about the ROA's current policies and programs, recent and pending legislation affecting reservists, and a look to the 1980's. The meeting is held in the Headquarters Auditorium at 1745 hours. (U)



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# WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES FOR THE AGENCY (29 Aug. - 4 Sept. 1979)

,		1. The following	rehired	l civilian ar	nnuitant cases were pro-	
	DCI					
				-	Independent Contractor, CTS, effective 28 August 1979 (U)	
25X1A	DDO					
				•	Independent Contractor, effective 1 August 1979 (C)	25X1A
į				-	Independent Contractor, DCD, effective 27 August 1979 (C)	
	DDS&T					
				-	Contract Employee, OSO effective 27 August 1979 (U)	
		2. The following xtension:	rehired	l civilian an	nuitant case was approved	
	NFAC					
25X1A	[			-	Independent Contractor, OGCR, one year extension (U)	
		<ol><li>The following nated:</li></ol>	rehired	l civilian an	nuitant cases were	
	DCI					
25X1A				-	Independent Contractor, OLC, terminated 31 August 1979 (U)	
					Independent Contractor, OLC, terminated 31 August 1979 (U)	061749
	Арр	roved For Release 2	002/05/02	: CIA-RDP80-0	00773A000100040022-4-VYON 4	Sept. 1999

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